

**Risk Assessment Document**

<p><b>Title: CV-19 Generic Precautions – Courses at customer sites</b></p> <p><b>Version No 8</b></p>	<p><b>Name of assessor(s)</b></p> <p><b>Assessment date:</b></p> <p><b>Review Date:</b></p>	<p><b>Shaun Jackaman</b></p> <p><b>6th April 2021</b></p> <p><b>6th October 2021</b></p>
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<b>Risk Scoring = multiply severity by probability S X P = R</b>		
<b>Severity</b>	<b>Probability</b>	<b>Risk category</b>
<b>5</b> Fatality or disaster Single or multiple deaths.	<b>5</b> Highly likely the event will occur in most circumstances.	
<b>4</b> Major injury, damage or loss Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.	<b>4</b> Very likely the event could occur in most circumstances.	<b>High = 16-25</b>
<b>3</b> Reportable injury or occurrence Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.	<b>3</b> Likely the event will occur at some time.	<b>Medium = 9-15</b>
<b>2</b> Minor injury, Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage. Minor impact on equality & diversity.	<b>2</b> Unlikely The event could occur at some time.	<b>Low = 1-8</b>
<b>1</b> Minor injury, Minor local first aid treatment (e.g. minor cuts/abrasion) causing minimal work interruption. Negligible impact on equality & diversity.	<b>1</b> Very unlikely the event may occur only in exceptional circumstances.	

Hazard Description	Risk			People at Risk	Control Measures	Risk			Further Action required	By Who	Timescale	Signed Off Y/N
	S	P	R			S	P	R				
COVID-19 infectious person attends course or gets symptoms of infection whilst on the course	5	3	15	<ul style="list-style-type: none"> <li>Trainers</li> <li>Assessors</li> <li>Delegates</li> <li>IQA</li> </ul>	<ul style="list-style-type: none"> <li>Maximum number of delegates reduced to 6 per course unless customer has an approved larger venue capable of holding more delegates adhering to social distancing guidelines.</li> <li>Pre course paperwork and joining instructions to customer to include expectation of delegates to wear clean clothes and shoes and not dirty work gear, complete medical form and come with suitable PPE such as gloves, face mask etc.</li> <li>All delegates will be temperature checked by the trainer using non-invasive infra-red thermal measuring device ensuring core temperature is less than 37.8c. If above this temperature the delegate will be instructed to go home immediately and follow Government advice including calling 111 and test and trace. Employer will be informed at the earliest opportunity.</li> <li>All delegates will have their oxygen levels checked with a SpO2 finger monitor. SpO2 readings of 97% - 100% are normal. 95% - 97% is rechecked and if persistent, person is sent home and asked to follow Government advice including calling 111 and test and trace. A reading of less than 95% and the person is sent home immediately and asked to follow Government advice including calling 111 and test and trace. Employer will be informed at the earliest opportunity.</li> <li>Trainers and assessors will also temperature check and SpO2 check at the beginning of the course and record results on specific form.</li> <li>All persons attending a course will be screened to ensure that anyone with a continuous cough, high temperature or loss of taste or smell will be sent home immediately and asked to follow Government advice including calling 111 and test</li> </ul>	5	2	10	Monitor and Review			

				<p>and trace. Employer will be informed at the earliest opportunity.</p> <ul style="list-style-type: none"> <li>• Social distancing will be practiced throughout the course to further reduce risk of contamination.</li> <li>• Adhere to course subject specific method statements and risk assessments and any customer specific guidelines.</li> <li>• Regular hand washing as per government guidelines for minimum 20 seconds using soap and water.</li> <li>• Hand sanitiser gel will be available throughout the course for trainers, assessors and delegates to use regularly.</li> <li>• Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments.</li> <li>• Delegates will wear face coverings when at a customer site during the course – this can be removed when sat at a desk during training</li> <li>• Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines).</li> <li>• Delegates, trainers, assessors and IQA's (and any other person associated with practical training) will wear a face mask at all times during practical training sessions.</li> <li>• Ensure that there is adequate ventilation such as doors and windows open where possible in accordance with Government guidelines on ventilation to reduce the risk of contamination from the COVID-19 virus.</li> </ul>					
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Risk of COVID-19 Contamination from use of training equipment	5	3	15	<ul style="list-style-type: none"> <li>• Trainers</li> <li>• Assessors</li> <li>• Delegates</li> <li>• IQA</li> </ul>	<ul style="list-style-type: none"> <li>• All training equipment and other ancillary equipment is washed down and decontaminated prior to issue for a course and immediately after a course has run using Anigene, Milton fluid or similar and antibacterial wipes. This will be done by either RMT at Poling site or by trainers.</li> <li>• All training equipment and other ancillary equipment is wiped down regularly during the training course focusing on high contact areas using antibacterial wipes.</li> <li>• All ancillary training equipment will be suitably cleaned and wiped down post course.</li> <li>• Antibacterial wipes will be used throughout the course to wipe down training equipment</li> <li>• Regular hand washing will be managed as per government guidelines for minimum 20 seconds using soap and water.</li> <li>• Delegates will be asked to use hand sanitiser gel before and after each and every practical session.</li> <li>• All training equipment will be washed or wiped down using Milton fluid, anti-bacterial wipes or Anigene fluid and decontaminated prior to issue for a course and immediately after a course has run. This will be carried out by the trainer if remote or RMT if at Poling site.</li> <li>• All training equipment and ancillary equipment used during the course will be regularly wiped down with anti-bacterial wipes by both the trainer and delegates focusing on high contact areas.</li> <li>• Additional decontamination fluid, wipes and gloves will be issued to all trainers during this period to ensure an adequate decontamination supply supported by RMT on-site.</li> <li>• Where possible, to reduce the risk of cross contamination on courses, delegates will be issued with dedicated items of training</li> </ul>	5	2	10	Monitor and Review			
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					<p>equipment that will be allocated to them personally throughout the course.</p> <ul style="list-style-type: none"> <li>• Medical gloves are issued to trainers, assessors, delegates and IQA'S and are available for the duration of all courses.</li> <li>• Medical gloves or other suitable gloves will be worn by trainers, assessors and delegates when handling training equipment.</li> <li>• Medical gloves and masks will be disposed of in waste bags at the end of each course. They will be either disposed of in bins at customer sites or at Alpha offices.</li> <li>• Adhere to course subject specific method statements and risk assessments and any customer specific guidelines.</li> <li>• Delegates will wear face coverings when at a customer site during the course – this can be removed when sat at a desk during training</li> <li>• Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines).</li> <li>• Delegates, trainers, assessors and IQA's (and any other person associated with practical training) will wear a face mask at all times during practical training sessions.</li> </ul>							
Risk of COVID-19 Contamination from practical training sessions	5	3	15	<ul style="list-style-type: none"> <li>• Trainers</li> <li>• Assessors</li> <li>• Delegates</li> <li>• IQA</li> </ul>	<ul style="list-style-type: none"> <li>• Regular hand washing will be managed as per government guidelines for minimum 20 seconds using soap and water.</li> <li>• Delegates will be asked to use hand sanitiser gel before and after each and every practical session.</li> <li>• Ensure that all trainers, assessors and IQA's are given suitable training, information and, suitably instructed in COVID-19 precautions during courses and assessments.</li> <li>• Social distancing will be implemented at all times.</li> </ul>	5	2	10	Monitor and Review			

				<ul style="list-style-type: none"> <li>• Adhere to course subject specific method statements and risk assessments and any customer specific guidelines.</li> <li>• Delegates will wear face coverings when at a customer site during the course – this can be removed when sat at a desk during training</li> <li>• Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines).</li> <li>• Delegates, trainers, assessors and IQA's (and any other person associated with practical training) will wear a face mask at all times during practical training sessions.</li> <li>• Medical gloves are issued to trainers, assessors, delegates and IQA'S and are available for the duration of all courses.</li> <li>• Medical gloves or other suitable gloves will be worn by trainers, assessors and delegates when handling training equipment during practical sessions.</li> <li>• Medical gloves and masks will be disposed of in waste bags at the end of each course. They will be disposed of in bins at the customer sites or Alpha site.</li> </ul>						
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# RA Document Review Guidance

